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PPB 69-0558

10 JUN 1969

MEMORANDUM FOR: Directorate Information Processing Coordinators

SUBJECT : Semiannual ADP Management Report

REFERENCE : Bureau of the Budget Circular No. A-79
Revised, May 23, 1967

1. Attached are instructions and formats for preparing submissions to the Agency's Semiannual Report of Accomplishments in the Management of Automatic Data Processing. Bureau of the Budget Circular No. A-79 contains this requirement.

2. Only significant accomplishments during the current report period (1 January through 30 June 1969) are to be reported, with emphasis on benefits to the Agency's substantive programs and accomplishments against intelligence targets which resulted from ADP support. ADP Units are expected to coordinate their reporting with the customers they serve. Section III (Plans) is required for this end-of-fiscal year report.

3. Contributions to this report should furnish all of the information asked for and be classified appropriately by the contributing organizations. The Agency's report will be prepared by the IP Staff, classified and made available to the International Programs Division, Bureau of the Budget.

4. Directorate IP Coordinators are to review and approve the ADP Unit submissions, and forward one copy to C/PPB by 31 July 1969.

/s/ STATINTL

Acting Chief, Information Processing Staff
Office of Planning, Programming and Budgeting

Attachment:
As stated

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT